

East Oxford Farmers' & Community Market

Role Description: Society Secretary

Main purpose and responsibilities:

- Be responsible for ensuring that the Society for the Benefit of the Community is run according to [its Rules](#) and in compliance with any relevant legal and regulatory requirements (e.g. by the Financial Conduct Authority, or FCA, or laws – currently [Co-operatives and Community Benefit Societies Act 2014](#))
- Work with and offer guidance to other committee members to ensure such compliance, esp. with the chair, treasurer and membership secretary

Specific tasks:

- Keep up to date with the Society's Rules and any relevant legal and regulatory requirements (e.g. by the FCA), in liaison with any supporting organisation or advisers (e.g. Plunkett Foundation, Co-operatives UK)
- In terms of compliance, as set out above, ensure the following happens as and when required:
 - responsibilities set out in the Society Rules (including 5.21-23 and elsewhere) and relevant current regulations and laws
 - [Annual Returns](#) are submitted to the regulating body (FCA) within set timescales – now done online (the secretary@ email address has been registered for access to their portal)
 - annual members meetings (AMM) are organised, advertised, held and minuted as required (by law and the Rules)
 - in particular, being responsible for and acting as returning officer at any Society elections
 - Management Committee is constituted and its meetings are organised, held and minuted as required by law and Society Rules
 - checking and (counter-)signing Society documents as required (e.g. Annual Return, revenue account and balance sheet).
- Keep up-to-date the Society's:
 - register [of policies](#) -- also remind the Management Committee/relevant officers of any reviews due and suggest any policies or procedures that may be missing are added
 - register of officers, including the information required for the Annual Return (the latter currently incl. on the membership register)
 - [annual timetable](#) (optional but helpful).
- Make sure new members to the Management Committee are aware of:
 - the Society's Rules, have signed up to the Code of Conduct (at the end)
 - the requirements to provide information about themselves as required for the Annual Return
 - the Society's register of policy and annual timetable.

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- **Not responsible** for:
 - overseeing financial matters or annual accounts (treasurer) – though advising treasurer on costs associated with meeting legal requirements (e.g. costs of holding management committee, members meetings, any Rules changes) and liaising with them about updating the Society's Bank about changes in Committee membership
 - setting agendas or chairing meetings (chair)
 - keeping membership register or informing members of AMM or (proposed) Rules changes (membership secretary).

Financial authority:

- oversee spend of Society administration budget set aside at Annual Members Meeting (AMM), if any, incl.:
 - costs of holding management committee meetings
 - costs of publicising and holding AMM
 - costs of any rule changes (e.g. if certification by JP/solicitor is required)
- report on spend against Society administration budget at AMM.

Time required and duration:

- ongoing role – with handover period to new secretary if moving on
- participation in Society meetings is desirable (essential is ensuring someone is minuting these, as set out in Society rules or law), incl.:
 - (about 5x pa) market committee meetings in Oxford and/or virtually, about 2 hrs each
 - (annual, usually May) AMM in Oxford and/or virtually, about 3 hrs
 - (as and when) any special members meeting
- key times are in the run-up to the AMM:
 - supporting the Chair in agenda setting and ensuring the legal requirements are met (currently March to May)
 - overseeing preparation and submission of Society annual return (currently between May to July)
- overall, this role has recently taken c.36 hours pa.

Honorarium to be paid:

- none – though the Rules allow for payment for this role (5.21)

Note:

The secretary does not have to be a member of the Society. They are appointed and can be removed by the Management Committee. No-one employed by the Society to carry out other services can be appointed secretary. (see Rule 5.22)

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Skills needed:

<u>Essential</u>	<u>Desirable</u>
Attention to detail	Good interpersonal skills
Reliability	IT literate
Forward planning (i.e. keep a log of what will be required to comply with Rules / law and inform relevant people)	Knowledge of company / co-operative law & regulations
Accuracy	Minute-taking skills

Useful links:

- Co-operatives UK – [secretary role](#)
- [Co-operatives and Community Benefit Societies Act 2014](#)
- See also the [FCA on the CCBS Act 2014](#)
- Plunkett Foundation – [company secretary role](#)
- FCA Mutuals [with portal](#) for [Annual Returns](#) etc.
- Gov.uk – e.g. re employment vs [freelance status](#)

Could be added:

- (optional) why this role is so important
- (optional) what you will get out of this role

www.eastoxfordmarket.org.uk

v.5 (January 2021) – K. Luddecke